Registration Procedure

Step 1: Registration

1. **Print out this registration packet.**

2. **Make a copy of your passport photo page.** Note that your passport MUST BE VALID at least six months later than you plan to return to the U.S. This is a U.S. passport control regulation for re-entry into the U.S. If you do not have a passport, see step 2 below.

3. **Study Abroad Registration Form.** Complete the Study Abroad Registration Forms.

4. **Program Registration Deposit.** Complete the registration deposit form. Take the form and your registration packet along with $100 to the Cashier’s office in 15 Jesse Hall (lower level). The cashier will stamp the Program Registration Deposit.

5. **Bring** the following to the Administrative Assistant in 307 Cornell Hall:
   a. Deposit form (stamped paid by the cashier’s office.)
   b. Registration forms
   c. COLOR copy of your passport.

Step 2: Obtaining a Passport.

- **IF you do not already have a passport,** then the next step is to apply for a passport. You will need 3 passport photos to submit with your passport application (2) and visa application (1). *(see below)*

- The main post office in Columbia has a passport window with a person who can assist you, or you can go to the web site at: [http://travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.html)

- **Once you receive your passport** – send a copy to the Student Services Coordinator in 307 Cornell (cremeensk@missouri.edu) in a pfd. doc or bring your passport to the office to have a copy made.

- **No visa is required for American citizens to visit New Zealand.**
- **A visa is required to enter Australia for American citizens.** They call this an ETA. Instructions for applying for this document will be presented in the pre-departure class. See the information document for more information.

(FedEx-Kinko’s, Walgreens and Wal-Mart produce regulation photos but **shopping mall photo booths are not acceptable.**)

Check with the TCOB Study Abroad Office in 307 Cornell Hall, for questions on registration, deposits, passport applications, and the study abroad registration form.
TRULASKE COLLEGE OF BUSINESS

Registration Deposit

January Intersession 2014  New Zealand/Australia  January intersession 2014

Tran Code = 99318

Return a copy of this deposit form (stamped PAID by the cashier’s office) to Cornell 307.

This $100 registration deposit indicates the student’s intention to participate in the summer program indicated above. I have read and understand the program charges explained on this form.

Last Name                      First Name                      Middle Name                      Student Number

__________________________________________________________

Signature                                           Pawprint

Telephone Number: (_______)__________________  Date: ________________________________

Billing Policy in the event of Withdrawal from the Program: Student must contact the Student Services Coordinator directly by e-mail documenting any withdrawals from the intended study abroad program.

Withdrawal date will be determined to be the date shown on that e-mail.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Date of Withdrawal Email</th>
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<tbody>
<tr>
<td>$100 deposit refunded</td>
<td>Before Sept 1.</td>
</tr>
<tr>
<td>$300 will be billed</td>
<td>After Sept 1 before Oct 1</td>
</tr>
<tr>
<td>$600 will be billed</td>
<td>After Oct 1</td>
</tr>
<tr>
<td>The $100 deposit will be retained and applied to the penalty billed.</td>
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For Cashier’s Office Use: $100 Registration Deposit Paid

***Depending on the date that you withdraw from the program, the study abroad department may or may not be able to get a refund from the vendor. Your refund will be relative to the costs that can be recovered. If you have not been billed the program fee at the time of your withdrawal – you will be billed for any cancellations fees charged to the program.

Program Cancellation Policy for Student Financial Liability

I understand that in some circumstances I may not receive full academic credit for the study abroad program for which I have applied. These circumstances include, but are not limited to:

- Cancellation of the program due to circumstances beyond the control of the University of Missouri;
- A decision by the University, in its sole discretion, that cancellation of the program is appropriate based on health, safety, or similar considerations;
- My inability to participate in or complete the program due to circumstances beyond the control of the University of Missouri.
- My dismissal from the program.

I understand that in any of these circumstances, I will be refunded only those costs that can be recovered by the University of Missouri or the University’s partner program. If I have not been billed the program fee at the time of my withdrawal – I understand that I will be billed for any cancellation fees charged to the program.

Signature__________________________________________________________ date________________________

Office use only

<table>
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<th>PP</th>
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<td>Contact</td>
<td>Survey</td>
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## STUDENT INFORMATION

| Name: |  
| MU Student #: | [Last] [First] [Middle Name] | Birth Date: 
| Citizenship: | U.S. | Other: | UGR | GRAD (circle one) | Grad Tuition Waiver?  | Y | N | 
| Passport #: | [Please provide a color copy of the photo page] | 
| Student Major: | [Student Major] | Expected Graduation Date: 
| Residency Status: | Resident | Non-Resident (circle one) | 
| Local Address: | 
| Student E-mail Address: | 
| Local Phone: | (__) | Local information valid until (date): / / 
| Parents’ Address: | 
| Parents’ Phone: | (__) | 
| Emergency Contact: (required) | [Last] [First] [Middle] | 
| Address: | 
| Home Phone: | (__) | Work Phone: (__) | 
| Emergency E-mail: (required) |  

**Professional Organization Member:**
- □ Alpha Kappa Psi
- □ Delta Sigma Pi
- □ Marketing Forum
- □ Other

**Social Organization Member:**
- □ Sorority
- □ Fraternity
- □ Other
Responsible Office Positions: Please tell us any positions of responsibility that you have held in the above organizations, such as president, social chair, treasurer, etc.

How did you hear about this program? (Circle all that apply)  
MU Info  Website  SAW Expo  Facebook
International Center  Advisor  Friend  Twitter  Flyer  LCD screen  Table Tent  Professor
PDP event  FIG  TriG  Study Abroad Open House  Other ________________________________

Why did you choose this program over the others available? (Circle all that apply)
Cost compared to other programs  Location  Friends are going  Opportunity to use language
Opportunity for Internship  Other ________________________________

What are you looking forward to the most on this program?

POLO SHIRT SIZE - Please circle one - Small  Medium  Large  XLarge  XXLarge
IMPORTANT: If you are a student with a disability and anticipate requesting accommodations while studying abroad, we encourage you to notify the MU Office of Disability Services as early as possible (http://disabilityservices.missouri.edu). Early notification is essential to allow us time to ensure that appropriate arrangements and reasonable accommodations can be provided, both by the program and our Study Abroad partner organizations.

CERTIFICATIONS

Are you currently 1) on scholastic probation; or 2) under any disciplinary sanction by the university?

☐ Yes  ☐ No

Please note that the fact that a student is on probation or under sanction will be taken into account when making a decision regarding that student’s Registration for study abroad and may result in the rejection of Registration. As part of the Registration process, current academic and disciplinary standing will be reviewed. Failure to indicate probationary status will result in withdrawal of support for Registration.

May the International Center provide information related to your study abroad program to the person listed as your emergency contact?

☐ Yes  ☐ No

I certify that the information in this Registration document is complete and correct to the best of my knowledge. I understand that any action on this Registration is contingent on review of all of my grades until the time of departure for the program. I further understand that, if I incur a disciplinary sanction prior to my departure overseas, this may result in the withdrawal of support for my participation in the program. I understand that the Registration process may include supplementary materials, which I agree to complete promptly. If accepted, I will participate in all required orientations and complete all evaluations. Finally, I authorize the Director of Study Abroad to release any information deemed relevant to my health and/or safety.

Student Signature  Date

To obtain more information, please visit the
- Trulaske College of Business International Web page
  TCoBStudyAbroad.missouri.edu
- TCoB Study Abroad Office
  307 Cornell Hall
  Tel: 573-884-5312
  or
- E-mail: TCoBStudyAbroad@missouri.edu.